

ASSISTANT CHIEF TRAINING OFFICER

(Promotional Class)

NATURE OF WORK

This is an important position in assisting in the planning and conducting of a training program for all employees of the department.

An employee of this class assists the fire training officer in personally conducting training classes using physical and mental drills, lectures, tests, and other types of teaching methods. The work also involves keeping records of the drill time of each crew.

The assistant chief training officer reports directly to the chief training officer, who reviews his work through reports, conferences, and results of job performance.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in the direction of a training program for officers and employees of the fire department;

Conducts drills and training classes at the drill field and at the fire stations as directed by his immediate superior;

Assists in the preparation, administration, and evaluation of certification tests given to probationary employees;

Assists in conducting research of technical data, including local fire and medical reports and statistics, to integrate pertinent matter into the training program;

Keeps training records as assigned by the chief training officer;

Attends training conferences and schools to keep abreast of modern fire fighting methods emergency medical techniques and standards, and training procedures;

Makes recommendations to the chief training officer for improving the training program;

Performs various related duties as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of fire fighting, fire prevention, first aid, and rescue practices;

Thorough knowledge of the operation and maintenance of fire department apparatus and equipment;

Good knowledge of the geography of the city;

Thorough knowledge of the department's rules and regulations;

Good knowledge of modern teaching methods as used in fire departments;

Good knowledge of training methods and techniques;

Ability to establish and maintain effective working relationships with employees;

Ability to teach other employees all phases of fire fighting and fire prevention;

Ability to prepare clear and comprehensive reports on training activities;

Ability to express ideas in a clear and concise manner, either orally or in writing.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Fire Training Officer;

Must possess at least five (5) years experience as a member of a paid fire department, of which at least three (3) years' experience be as a firefighter;

Must possess and maintain State of Louisiana certification as an Emergency Medical Technician (basic or higher level of certification.)

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered

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by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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